

Final: March 3, 2023

REQUEST FOR Qualifications

Design/Build Option for Union School, Union Maine

TOWN OF UNION

Mathew Eddy, MCOG
Meddy@midcoastcog.com
1-207-209-4129

March 2023

The Town of Union, Maine seeks qualifications from developers with design/build experience for the design and redevelopment of the Union School wing of the Thompson Community Center into housing, housing and mixed-use commercial space, or commercial space.

Letter of Interest must be submitted by 4:00 p.m. on March 23, 2023
Proposals must be submitted no later than 4:00 p.m. on April 13, 2023
Please see specific proposal submittal requirements as outlined below.

Please submit proposals to:

Jay Feyler, Town Manager

Mark envelopes plainly and label them: Design/Build – Thompson Community Center

Questions and further information on the site shall be directed to Mathew Eddy, 207-209-4129 or at
Meddy@midcoastcog.com

Thank you for your interest!

1. Project Summary Sheet

Purpose of Project	The goal of this project is to redevelop the “Union School” into housing, housing and mixed commercial use or mixed commercial use and utilize those tax proceeds to rehabilitate and maintain the adjacent Thompson Memorial Building
Property Location	Corner of Common Road and South Union Road
Land Area	Adjacent to Town Hall, park, and Thompson Memorial Center
Building Use	Present use is as rented space within the footprint of the old school; adjacent land for tennis courts may also be available
Building Size	See plans online
Current Zoning	Village Residential District
Anticipated Project Dates	2023-2025

2 Introduction

2.1 Purpose

The purpose of this Request for Qualifications (RFQ) is to evaluate and select a Design-Build Team (D-B) to provide design, pre-construction and construction phase services for the redevelopment of the Union School portion of the Thompson Community Center.

2.2 Project Background

The Union School is located at the corner of Common and South Union Road adjacent to the Union Town Hall and is part of the Thompson Community Center complex. The complex consists of two structures: the Union School and the Thompson Memorial Building. The Memorial Building needs building maintenance and some structural adjustments while the Union School is in need of some roof maintenance and upgrades. All the building systems are described in much greater detail in the Capital Needs Assessment Report. This report and all other background material, can be found at the Union Town site under Thompson Community Center:

<https://www.union.maine.gov/index.asp?SEC=FED812DC-A18B-400A-A193-6E4C9D5DAFEB>

The community conducted several studies and surveys prior to the development of this RFQ. A community vote was conducted in June of 2022 on each of the options presented. Midcoast Council of Governments was asked to take the background information and the voting results and provide a path forward. This path was presented in a power point: Moving Forward: Thompson Community Center. The Board of Selectmen established a Thompson Community Center Working Group and hired MCOG to assist in this RFQ process.

2.3 Project Overview

Each of these buildings, served private water and septic, needs maintenance and rehab. After much debate the community agreed to utilize the redevelopment of Union School to provide revenue flow to the Thompson Memorial Building to maintain it physically as an ongoing community center. The community, through this RFQ process, is seeking a development team to achieve that goal.

Union is interested in hearing redevelopment concepts that meet the goals cited above, while also putting Union School back into production. There is recognition of the need for senior housing in the community, but the community preferred to remain open on redevelopment possibilities, recognizing that economics will drive the final proposal and decision. The community is flexible in terms of zoning amendments, the use of TIF funding, joint or separate heating plants, and parking. In addition, adjacent tennis and basketball courts may be available for new construction.

3. RFQ Scope of Work

This scope of work to redevelop the Union School by a private developer will be memorialized in a Joint Development Agreement (JDA) between the selected developer/design team. The tax proceeds created through the redevelopment will create revenue flow, over time, to assist in stabilizing the Thompson Memorial Building as Union's community center. The response to this RFQ will therefore follow an anticipated scope of work (below) to complete the project. The D-B team shall decide the level of detail it needs to convey its vision of the Union School. The design build work, and this RFQ response, will therefore be broken down into the following:

Phase I: Design/Pre-construction

Develop conceptual design and preliminary cost estimate, including, as necessary, interior design, site plans, elevations and sections necessary for the design team to convey its proposal for the building. A draft conceptual sketch as well as other design considerations should be included in the design team response. In anticipation of being selected, the design team should anticipate the following responsibilities:

- Meet, as necessary, with Town staff, or contracted professionals, to refine design documents.
- Develop construction documents for the building, including all engineering documents as needed.
- Boundary site survey.
- Acquisition by the Team of all required permits from federal, state, county and local agencies
- Site Planning
- Landscape Design.
- Civil Engineering, including stormwater management.
- Mechanical and Plumbing, including septic design and necessary upgrades
- Electrical Engineering
- Fire Alarm/Security
- Cost Estimating – An early estimate is required. Additional periodic pricing updates will also be required to confirm conformance with the Town’s budget goals
- Leadership in Energy and Environmental Design (LEED) Certification – Not anticipated, but the Town would like to discuss any energy saving operations
- Public outreach and meetings – To be discussed.
- Selection of materials

The design work will include a submittal of a Guaranteed Maximum Price (GMP) proposal reflecting the entire cost, scope of work, schedule, and quality intent of the Project before any construction funds are committed. It will be the first benchmark of the Joint Development Agreement. The GMP Proposal shall be supplemented with a clearly defined and detailed breakdown of costs for the entire Project. All proposed allowances included shall be approved by the Town and shall include estimated quantities and values justified by the Design-Build team. All clarifications, exclusions, exceptions must be identified as part of the GMP.

Phase II/Finance Plan

As part of the RFQ process, the Town is asking for conceptual cost estimates and a financial plan, including proposed resources, for the redevelopment of the site. The Town is providing a very complete inventory of building needs developed by Merriam Architects, and their team (see website for report). As part of the second JDA benchmark, the parties will work together to identify appropriate financing and the subsidies that may be necessary to redevelop the site. The design team and Town will work together to secure funding elements prior to entering the construction phase.

Phase III/Construction

In the RFQ, the community is asking for a description of what will be anticipated for the construction phase and how the developer will proceed. In that phase, the Town anticipates the Design-Builder services to include, but are not limited to:

- Preparatory site work and grading.
- Quality control and Quality Assurance of design and construction.
- Coordination and cooperation with any and all other entities participating in construction activities.
- Construction management.
- Field supervision.
- Coordinating of subcontractors.

- Maintaining quality.
- Meeting schedules.
- The entire design-build process shall allow for “open book” policy and facilitate review of all Project contracts, records, accounting and other documentation.

3.2 Project Characteristics and Design Considerations

Design Considerations. The two buildings represent a prominent corner in the community. Since the Town inherited the structures, each building has been actively marketed or used by the community. A variety of tenants have been there, although those revenues have not kept pace with building needs. The community would like to see the Center re-emerge as a vibrant corner of activity. Design should consider the visual importance of this location, the architectural integrity of the Union School, and the flow of people and traffic to the two structures.

The Union School was built in 1932 and housed all grades. It operates with two full floors and a basement. School was last held in 1987, with modifications to the building done by the newly formed MSAD40. The building has two full floors with 18 rooms of varying sizes and central bathrooms.

The community (see the Town’s website) has spent a great deal of time considering the mixture of uses and what to ultimately do with the Center. There is a consensus around keeping the Thompson Memorial Center as a community-based program, while redeveloping Union School. Housing is expected to be the primary mix for use of the building, although members of the community have expressed an interest in mixed use or only commercial use. It is recognized that financing, the desire for senior housing in the median income range (for seniors), and the need to create revenue flow for the memorial Center are critical. The community will take responsibility for rehabilitation of the Memorial Center; that will require deeper looks at the internal infrastructure to understand what can be separated between the two buildings. Energy efficiency options, including solar panels and new heating plants, should be part of the design.

Design and development considerations are left to the hands of the selected design build team. The RFQ process is meant to provide an opportunity to share with the community their vision of the future for Union School and how that future can be achieved.

Selection Process and Schedule

4.1 Anticipated Project Schedule

The following schedule milestones are currently envisioned for this project, and are contingent upon funding and local approvals:

The site is visible from Common and South Union Roads and may be viewed at any time without coordination with the Town. Individual tours will be available; one group site tour will be conducted.

Event	Date	Time
Issuance of RFQ	March 3	12:00 p.m.
Letter of Interest in Responding	March 23	4:00 p.m.
Site visit and tours	March 23	1:00 p.m.
Receipt of Questions and clarifications	April 6	4:00 p.m.
RFQ Response due	April 13	4:00 p.m.
Finalists Selected	April 27	4:00 p.m. (or sooner)
Interviews with Selected Firms	May 11	
Final Selection Announced	May 18,	
Joint Development Agreement	TBD	
Presented for Town Approval	TBD	

4.2 Proposal Submission Instructions

Please submit 7 copies of your proposal, on or before 2:00 p.m. on Thursday, April 23 to:

C/O Jay Feyler, Town Manager
Union Town Hall 567 Common Road, Union, Maine

Late submittals will not be evaluated, and the firm will be disqualified from further consideration.

4.3 Evaluation Criteria

The Town will evaluate all proposals. The Town reserves the right to accept or reject any or all proposals, to alter the selection process in any way, or to postpone the selection process in any way. The successful proposal will serve as a basis for further negotiations and design resolution and is therefore subject to modifications.

Scoring Review Criteria:

Category	Description	Points
Design/Build Team	Assess team qualifications, management capability, workmanship and reviews from past projects.	35
Design and Preconstruction	The design shall consider the character of the corner, be innovative and energy efficient, and consider the best combination uses given cost and resources.	35
Financial Plan	The proposal must be cost-effective, meet the needs of the community, and identify attainable financial resources.	15
Construction Plan		15
TOTAL POINTS POSSIBLE	100	

4.4 Proposal Content

Proposals are sought from development teams with recognized expertise in Design Build projects and in housing and mixed-use development arena. The developer and their design and construction team will be viewed as a package. Except for example projects, the design concepts shall be presented in black and white.

The RFQ response shall be organized as follows:

1. Design Team Qualifications
 - a. Resumes
 - b. Project history and examples
2. Preliminary design and Vision (Phase 1):
 - a. By layout within the building
 - b.
 - c. By type of use
 - d. Interior architectural concepts

- e. Exterior architectural concepts
 - f. Landscape design
 - g. Traffic and pedestrian flow
- 3. Preliminary Cost Estimates and Funding Plans (Phase 2)
- 4. Preliminary Construction Program (Phase 3)
- 5. Summary information deemed by the development team to be important to the Community's decision process.